



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-33


21 June 2005

ANG Technician Permanent Change of Station (PCS) Authorization Process

1. All Permanent Change of Station (PCS) requests for California Air National Guard employees must be approved in advance by the Directorate for Human Resources. Employees are cautioned not to begin PCS actions which must be reimbursed without prior written approval in the form of a PCS order. The process is as follows:

- a. Commander/Director/Supervisor begins the process by requesting the PCS utilizing a memorandum or annotating PCS authorized on the SF-52, Request for Personnel Action. Forwarded along with the request is the employee completed DD Form 1618, DOD Transportation Agreement, CNG PCS Questionnaire, and the Withholding Tax Allowance Statement. A request which is missing or has incomplete forms will be returned for corrective action and the employee's personnel action may be delayed.
- b. On receipt of the documents requesting a PCS, the Directorate for Human Resources will coordinate with the Wing Comptroller to verify funding availability and procure the Wing Comptroller's certification on the official order. The HRO will publish all ANG PCS orders.
- c. The employee may begin PCS actions after receipt of the PCS authorization (orders), as allowed by the Joint Travel Regulation Volume 2.
- d. After the completion of each stage of the PCS, the employee will complete the DD 1351-2, Travel Voucher and forward it to the Directorate for Human Resources for approval. The HRO will then forward it to the appropriate Wing Accounting and Finance Office for payment.

2. Direct questions concerning this TAAI to CMSgt Michael Hunt at DSN 466-3354 or (916) 854-3354; or SSgt Latesha Nelson at DSN 466-3174 or (916) 854-3174.


STUART D. EWING
Captain, CA ANG
Deputy Human Resources Officer

Enclosures
DD Form 1618, DoD Transportation Agreement
CNG PCS Questionnaire
Withholding Tax Allowance Statement

DISTRIBUTION:
Air: TA

DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT
TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES (CONUS)
(48 Contiguous States and the District of Columbia)

PRIVACY ACT STATEMENT
(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §5701, §5723, §5724, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee (including new appointees or student trainees) to be eligible for travel and transportation expenses when transferred to and within the Continental United States (48 contiguous States and the District of Columbia).

ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.

DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.

A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	B. EMPLOYEE SSN	C. NEW APPOINTEE OR STUDENT TRAINEE <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>
D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i>	E. NEW OR FIRST PDS LOCATION	
F. SIGNATURE OF DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE	G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i>	

1. 5 U.S.C. §5723 and §5724, as amended, provide, under certain conditions, for travel and transportation expenses of an employee (including eligible new appointees or student trainees in certain circumstances), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to and within CONUS. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a minimum of 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

a. I will remain in Government service for a minimum of 12 months beginning with the date I report for duty at my new or first PDS, unless I am separated for reasons beyond my control that are acceptable to the agency concerned.

b. If I fail to serve the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation expenses and related allowances associated with the transfer of myself and my dependents, e.g., househunting trip expenses, HHG storage and shipment, privately owned vehicle shipment, CONUS temporary quarters subsistence expenses, (but not OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement. I understand that the amount of indebtedness will be determined in accordance with the provisions of JTR, Chapter 4, Part H, which provide, in connection with a transfer to CONUS, that I will be credited with any unused earned entitlement for return transportation and travel to my actual residence upon separation from my PDS outside CONUS.

3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized.

(Continued on Back)

H. EMPLOYEE SIGNATURE	I. DATE SIGNED <i>(YYYYMMDD)</i>
------------------------------	---

CALIFORNIA NATIONAL GUARD TECHNICIAN PCS QUESTIONNAIRE

EMPLOYEE NAME: _____ **DATE:** _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail Address: _____

DEPENDENT INFORMATION

	NAME	RELATIONSHIP&SSAN	DATE OF BIRTH
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Current Address: _____

HOUSE HUNTING TRIP (HHT)

Will you require a house hunting trip for you and/or your spouse? Yes _____ No _____
Who will travel for the HHT? Employee Only _____ Employee and Spouse _____
Number of days requested for HHT (Maximum is 10 DAYS): _____

HOUSEHOLD GOODS (HHG)

Mode of transportation requested for HHG (Government or Rental Truck): _____

Estimated weight of household goods to be shipped (Maximum 18,000 LBS): _____

Will you require temporary storage of HHG? Yes _____ No _____

Will your dependents be moving with you? Yes _____ No _____

If no, estimated date to follow (within two years of report date): _____

REAL ESTATE OR LEASE

Will you have expenses for the settlement of an unexpired lease? _____

Do you have a home to sell? Yes _____ No _____

Market value of home to be sold: _____

Estimated cost of new home to be purchased: _____

SIGNATURE OF TECHNICIAN

DATE

Withholding Tax Allowance Statement

NAME: _____ **SSN:** _____

“ I agree to repay any excess amount of WTA paid to me in year one and submit the required certified tax information. I understand failure to comply with this requirement will preclude payment of the WTA. I also understand that the entire WTA is an excess payment if the RITA claim is not submitted within 120 days.”

Signature

Date